



DEPARTMENT OF THE NAVY

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NASLEMINST 1040.2D
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NAS LEMOORE INSTRUCTION 1040.2D

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMMAND CAREER INFORMATION TEAM (CCIT)

Ref: (a) Retention Team Manual (NAVPERS 15878)
(b) Career Information Program Management Manual
(NAVEDTRA 10238-A)
(c) COMNAVBASE SANDIEGOINST 1040.1C
(d) CINCPACFLTINST/CINCLANTFLTINST 1040.1E
(e) NASLEMINST 1160.3A

Encl: (1) CCIT Organization Chart

1. Purpose. To provide guidance, in conjunction with references (a) through (e), that will enhance the ability of the Command Career Information Team, to counsel and retain quality personnel in the United States Navy.

2. Cancellation. NASLEMINST 1040.2C

3. Organization and Responsibilities of the Command Career Information Team

a. Commanding Officer

(1) Serve as the senior career counselor of the Command Career Information Team.

(2) Establish a formal Career Information Program Management (CIPM) system as required by references (a) and (b).

(3) Maintain an effective Personnel Entry System (i.e. Professional Development Board, Sponsor Program, Indoctrination Division, Chief Petty Officer and Petty Officer Indoctrination, etc).

(4) Establish and maintain an officer career information program.

(5) Ensure that the Command Career Counselor is a graduate of the Command Career Counselor Course school.

MAR 04 1999

b. Executive Officer

(1) Ensure that the policies of the Commanding Officer relating to career information efforts are published and enforced.

(2) Ensure that the client-to division career counselor ratio does not exceed 30 to 1; that is, 1 counselor for every 30 Sailors.

(3) Maintain a minimum of 100 percent career information trained divisional counselors and 70 percent career information trained supervisors at all times. Supervisors are defined as all officers below the department head level, all chief petty officers, and all first class petty officers and below who are leading petty officers or work center supervisors.

(4) Ensure that Career Information Team meetings are held on a monthly basis.

(5) Provide adequate office space and facilities for the Command Career Counselor.

c. Command Career Counselor

(1) Is the Commanding Officer's Career Information Program Manager and is evaluated by, works for, and reports directly to the Commanding Officer/Executive Officer in the performance of career counseling duties.

(2) Organize and manage the command career information program using the CIPM methodology.

(3) Train, support, and update the Command Career Information Team.

(4) Conduct Career Information Team meetings on a monthly basis.

(5) Provide a written monthly report on career information-related activities to the Commanding Officer.

(6) Keep the Commanding Officer/Executive Officer informed of situations that have a positive or negative impact on career information and make appropriate recommendations.

(7) Maintain publications, records, and materials necessary to maintain an effective program.

(8) Conduct a Command Internal Diagnostic Survey at least annually.

MAR 04 1999

(9) Maintain a tickler system to allow efficient scheduling of required interviews.

(10) Assist department heads and division officers in screening of department/division career counselors.

(11) Conduct a two day Career Information Training Class monthly.

(12) Conduct a one day First Term Success Workshop monthly.

d. Command Master Chief

(1) Serve as a member of the Command Career Information Team and work in close association with the Command Career Counselor to support the Command's Career Information Team effort.

(2) Keep the Command Career Counselor informed of any matters of policies that may arise from special conferences and seminars that may effect career information.

(3) Make sure that eligibility criteria are met prior to making a recommendation of approval on any special request for a career information program.

e. Division Officers

(1) Oversee the career information program as it pertains to the personnel of their division.

(2) Direct an advancement training program and provide for maximum examination participation of qualified personnel.

(3) Make sure all divisional Career Information Team members attend Career Information Team meeting/training.

(4) Make sure members making a request for a career information related program meet all eligibility criteria for the program before making a recommendation for approval.

f. Department Career Counselor

(1) Coordinate department career information efforts, compile required reports for the Command Career Counselor, and keep the department head and Command Career Counselor informed on department career information activities.

(2) Oversee division career counselor activities and ensure that all required interviews are completed.

MAR 04 1993

(3) Verify that all program eligibility requirements are met on career information related program request received via the chain of command. Ensure recommendations, comments and waiver requests are appropriate.

g. Division Career Counselor

(1) Keep the Division Officer and Department Career Counselor informed on division career information activities.

(2) Coordinate the efforts of their work center career counselors (if assigned); conduct the required interviews, situation interviews, and make detailer calls for individuals.

(3) Make required reports to the Command Career Counselor.

(4) Screen service records, determine if all eligibility requirements are met, and make appropriate comment on why a special request for a career information program, extension, or reenlistment should or should not be approved.

(5) Ensure all reenlistment paper work is picked-up at least two working days prior to reenlistment.

(6) Ensure photographer, hometown news release and related items are scheduled and completed.

(7) Coordinate with the assistance of the CCC and CMC all personnel in their division who request a ceremony for transfer to the Fleet Reserve or retirement.



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MAR 04 1993

